



HEADQUARTERS
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3 Dec 2004

MEMORANDUM FOR ALL PAWG UNIT COMMANDERS, PILOTS, AND AIRCREWS

FROM: Col M. Allen Applebaum

SUBJECT: Flight Authorization Guidance

1. The attached was recently sent through the chain of command to the Group Commanders in response to the new CAPR 60-1 requirements that all corporate mission flights be authorized by the Wing Commander prior to flight release and flight.
2. The purpose of the attached guidance was to designate the ability to authorize a flight at the lowest level of command that made sense to allow mission accomplishment while at the same time, giving due consideration to the very real concerns behind the regulation change.
3. This guidance gives flexibility to the Group Commanders who know well their unit commanders and the pilots under their command, to permit authorization capability to unit commanders for local official meeting, orientation, and maintenance flights if those commanders are both comfortable and understand the inherent flight risks; or the flexibility to fit with other policies already in place (such as funding authorizations for C8 flights). The Group Commanders are responsible to aid the Wing Commander in evaluating lower echelon familiarity with the risks and withholding the ability to authorize flights as well.
4. As we've seen with Air Force Authorized flights (A & B missions), liability, risk and safety are critical issues to evaluate for each flight. In a very real sense, our fellow members' safety as well as the Corporation's ability to maintain and afford insurance coverage is at stake on every "C" mission flight. When needed, those benefits may be helpful to the injured or family members.
5. Please take this guidance and the guidance provided by your Group Commanders seriously. Though subject to change as National and the Wing reviews the implementation and results of this change, safety and risk assessment can not be taken for granted on any flight.

M. Allen Applebaum, Colonel, CAP
Commander



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30 Nov 2004

MEMORANDUM FOR ALL PENNSYLVANIA WING MEMBERS – WIDEST
DISTRIBUTION

FROM: Col M. Allen Applebaum, PAWG/CC

SUBJECT: CAPR 60-1 (C-1) 19 Oct 04, 1-5. CAP Corporate Mission - authorization

1. The new CAPR 60-1 (C-1) dated 19 October 2004 has been printed and distributed to all units and is in force.
2. In Chapter 1, 1-5. Corporate Missions, it states that a commander who is a corporate officer may authorize a CAP flight and that these commanders may delegate their authority to a limited number of other wing/region leaders.
3. All "C" mission symbol flights are CAP flights IAW this regulation. Anyone delegated the authority to approve a CAP flight **must** understand that it is a serious responsibility to weigh the risks associated with a flight and they must act judiciously since these decisions directly affect CAP's insurance policy premiums, the availability of insurance and potentially, the safety of their colleagues. If you feel uncomfortable making a flight decision because you have no flight knowledge, forward it up the chain to the next level. Always send your request forward not backward. Group Commanders may choose to withhold or rescind a Squadron Commander's authority to approve flights for similar reasons, handling that unit's authorizations him/herself.
4. We must recognize and minimize the risks of all of our flights as we consider operational risk management and prudent decision making.
5. This memo is to identify the designated leaders who may authorize the various "C" mission flights. Any pilot must get approval before being flight released for the flight. Certain activities such as an encampment or cadet flight orientation flight day may receive a blanket authorization for the term of that activity which will be identified by the approving authority.
6. Nothing in this memo replaces or negates the need for an appropriate flight release, nor does it change the responsibility of the pilot who, after being authorized and released is still the final authority on the actual conduct and safety of the flight.
7. The attached matrix identifies who may authorize each type of flight. Guidance contained herein is subject to change as National Headquarters evaluates the regulation. As changes occur or other approved leaders are authorized, updates to this list may be published by the wing.

**Designated Approving Authorities
For
CAP Corporate Missions**

Mission Symb	Type Of Flight	Designated Approval Authority
C - 8	Air Transport - Sqdn or higher official Conf & Meeting	Sqd/CC, Grp/CC, Wing/CC/CV/CS/EX
C - 9	Maintenance Flights (inc flights to support drop/pick-up)	A/C OIC, Sqd/CC Grp/CC/LGM Wing/LGM
C - 14	Support to State, County, Local Auth not AFAM	Wing/CC/CV/CS/EX
C - 15	Cadet Orient IAW cadet orient flight program syllabus	Sqd/CC, Grp/CC/DOV, Wing/DOV/CP
C - 16	Cadet flights: training*, flight encamp, cadet encamp, IACE *Cadet Flight Training already requires Wing/CC approval. Sqdn/CC can authorize the individual flights	Sqd/CC, or Activity/CC *training must 1 st be approved by Wing/CC
C - 17	Proficiency & Training not designated as USAF assigned. Note: Pilot training for non-mission pilots already requires Wing/CC approval. Mission pilots are approved by Reg.*	Grp/CC/DOV, Wing DOV/DOO * See notes below
C - 18	Homeland Security Missions	Wing/CC/CV/CS/EX
C - 19	Orientation flights for CAP Aerospace Members	Sqd/CC, Grp/CC/DOV,
C - 20	Glider tow plane flights (includes ferry flights)	Grp/CC/DOV Wing/DOV
C - 99	Other missions spec. approved by the Nat/Reg/Wing CC	Wing/CC/CV/CS/EX
C - 911	Missions requiring prompt action to save lives, Bodily harm or great property damage.	Wing/CC/CV/CS/DO/EX Wing appointed IC

Clarification and Special Circumstances:

Officers delegated the authority and responsibility to authorize flights may not delegate this responsibility any further. They may only authorize flights at their level or below. (For example, a squadron commander may authorize the appropriate flights for pilots within their command. Group personnel will seek authorization from the group commander.) A commander may not authorize a flight for someone in another unit or a higher echelon. **If the appropriate authorizing officer (i.e. squadron commander) is not available, the pilot will then seek authorization from the next higher echelon.**

Commanders of officially recognized and authorized Wing activities such as Encampment, Flight Encampment, Glider Encampment and Hawk Mountain may authorize flights in support of their activities.

Any of the above flights can also be approved by the Wing Commander, Vice Commander, Chief of Staff or the Wing Executive Director if the designated authority can not be reached.

This authorization does not replace nor eliminate the need for a proper flight release.

For Group level organized cadet orientation flight days, the designated approving authority will be the group commander rather than the squadron commander. For local or individual cadet orientation or training flights where the cadet is in one squadron and the pilot is in the other, either squadron commander may authorize the flight (training must already be approved by the Wing/CC). For senior member non-mission pilots taking flight training for an instrument rating, once the Wing Commander approves the training, the group DOV or commander may authorize the individual flights. Mission pilots are approved for training per CAPR 60-1, 3-6. c.& d. and the group DOV or commander may authorize the flight.

Other SAR/DR, security, defense, etc missions approved by a corporate officer or the NOC as corporate missions, similar to the C-911 missions, will approve the Incident Commander to authorize flights.

Designated Approving Authorities must understand that authorizing a flight is a serious matter affecting Civil Air Patrol's liability and insurance coverage. Safety is always of highest concern. A lack of safety or Risk Management could put Civil Air Patrol's insurance in jeopardy. To provide a documentation of proper authorization, designated authorities will track and record the authorizations they give. Attached is the recommended logging format. The Log will be forwarded to Wing Headquarters each month for record keeping NLT the 10th of each month.

// Signed //

M. ALLEN APPLEBAUM, Colonel, CAP
Commander